

2 May 1979

Classification Review Procedure

CRP 79-29

RECORDING OF MANDATORY REVIEW ACTION IN DARE SYSTEM

1. It is important that CRG maintain a record of all documents on which classification was retained or which were declassified as a result of FOIA and mandatory review requests, regardless of the age of the document. It will, therefore, be necessary to complete a form 4023A for each such document. We will not input those that are only sanitized.

2. The form 4023A will be completed in the usual manner except for two fields -- the job number and the reviewer number. CRG will assign and maintain a log of job numbers beginning with AW-00001A.* The information Control Clerk will keep this log. Other numbers in the locator fields (box and folder) will be dummy numbers 0001 and 001 respectively. The document number will begin with 001 and increase according to the number of documents in the job. In the reviewer number field, use the employee number of the person who reviewed the document.

3. The name and employee number of the reviewer should be given to who will arrange to add them to the data base. These will show on the next printout for our ready reference in completing the data input form for future reviews.

STATINTL

Chief,
Classification Review Group

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*A PL log number will be assigned instead of an AW number if the mandatory review request comes from a Presidential Library.